



Rules of Order of the Conference – Implementation Strategy Sessions

Description of Implementation Strategies

At the conference, delegates will vote on resolutions that are intended to set the national aging policy agenda for the future. After the delegates have voted to select 50 resolutions by Monday, December 12, the major focus of the delegates' work will shift to development of implementation strategies. A key thrust of the 2005 WHCoA as compared to previous conferences is on HOW to implement these policy resolutions.

For each resolution, the development of implementation strategies will involve identifying specific actions to implement the new change or policy contained in the resolution. In addition, delegates will identify the policymakers and organizations responsible for accomplishing the activity. For example, actions may be required of Federal, State, or local government; communities; not-for-profit organizations; business/industry; or individuals.

Strategy Development Guidance

Implementation strategies are critically important to the success of the 2005 WHCoA. These strategies will identify the actions needed to implement the new policy or change and specify the level of policymakers and the type of organizations assigned to take these actions.

There are three important components to the implementation strategies:

- First, delegates will be asked to envision what they would like to see occur over the next ten years and beyond as it relates to a blueprint for aging in the United States. This vision should keep in mind the legislative mandate establishing the WHCoA to focus on and evaluate the manner in which policies are prepared for the aging population today and tomorrow including the 78 million baby boomers.
- Second, the development of these implementation strategies should be guided by certain principles to ensure these efforts will continue past December 2005. Delegates should work together to develop



implementation strategies that are innovative, realistic, and fiscally responsible.

- Third, implementation of a strategy is the responsibility of someone. Delegates will be asked to identify the key actors who would be responsible for implementing the strategies (i.e. Federal, State, or local government; communities; not-for-profit organizations; business/industry; or individuals if applicable). Not all solutions reside at the Federal level, but rather solutions should be part of a joint effort on the part many organizations to achieve successful implementation.

Format for Implementation Strategy Sessions

After delegates select 50 resolutions by Monday, December 12, delegates will have an opportunity to discuss and work together in identifying implementation strategies for these 50 resolutions. Delegates should plan on participating in three different Implementation Strategy Sessions (ISS) on Tuesday, December 13. One ISS will be held on Tuesday morning and two will be held on Tuesday afternoon.

These ISS are organized around six major WHCoA Agenda Tracks. The 50 resolutions selected by the delegates will be assigned to one of the six tracks identified below.

- Planning Along the Lifespan
- Workplace of the Future
- Our Community
- Health and Long Living
- Civic Engagement and Social Engagement
- Technology and Innovation in an Emerging Senior/Boomer Marketplace

Information on the specific times and meeting room locations for these sessions on Tuesday, December 13, will be announced after the results of the resolution voting on Monday evening.

Implementation Strategy Session Staff

Each session will be supported by a Track Coordinator, a facilitator, two recorders, and an issue expert as needed. There will be designated seating areas for non-delegates, space permitting.



- **Track Coordinator**

There will be one Track Coordinator for each of the six tracks identified previously, as well as cross-cutting issues. The Track Coordinators will be responsible for managing the activities of the session. The facilitators, issue experts, and recorders will work at the direction of the Track Coordinator. An important role of the Track Coordinator is to summarize the outcomes of the sessions in each track for presentation by Policy Committee members to the delegates in plenary session on Wednesday, December 14.

- **Facilitators**

The sole responsibility of facilitators is the orderly conduct of business. Facilitators will call the implementation sessions to order and adjourn them. All business must be addressed through the facilitators. The facilitators will make no attempt to influence the delegates. They will determine, based on the number of delegates who choose to participate in the session, the manner in which the session should be managed. This will involve the manner in which discussion about implementation strategies is solicited. This could range from basic brainstorming, to a more structured type of discussion from the delegates. In addition, the facilitators will determine a method to achieve a sense of general agreement regarding the proposed implementation strategies. This may involve a showing of hands, the listing of priorities by colored dots, or the indication of general agreement.

Facilitators will seek to achieve consensus on most implementation strategies while giving respect and visibility to all views. Further, the facilitators will determine the length of time each delegate can speak. (See Order of Business below.) Facilitators will help clarify implementation strategies, ensure that the recorder accurately transcribes proposed strategies, and assist the group in finding areas of common agreement. The facilitators and recorders will ensure there is an accounting of the full discussion of the delegates with regard to implementation strategies from each session. Facilitators will also work with a Track Coordinator to provide a summary of the session and report all the implementation strategies to the Policy Committee.

- **Issue Experts**



Issue experts have been selected because of their substantive knowledge and background on the issues to be discussed in the strategy sessions. These experts will speak only if asked to do so by the facilitator. They will not offer judgments or opinions and will make no attempt to influence the delegates. Their role is solely to provide factual, neutral information when called upon by the facilitator.

- **Recorders**

There will be two recorders for each implementation strategy session. One recorder will assist the facilitator by writing proposals on a flip chart as they are received and repeat orally for those who are vision impaired. The second recorder will record the proposals on a laptop computer and be responsible at the end of the session for summarizing the written documentation of the session. The two recorders will act as time keepers during the session.

Transcription

A complete audio transcription will be made of each implementation session to be used as a resource for WHCoA staff and the Policy Committee in compiling the final list of implementation strategies for the Report to the President and the Congress.

Order of Business

Each session will be two and one-half hours in length and will be conducted in the following manner.

- Introduction. The facilitator will present the Rules of Order for the session as described in this document.
- Delegates will be advised by the facilitator as to their task. The facilitator will outline the elements of the implementation strategies consistent with the session format. The facilitator will recognize the individual delegates by name from the floor to either propose a strategy or to comment on a strategy that has been proposed.
- Ground rules will be stated in advance. These rules include limits of 1-3 minutes for individual statements (depending on the size of the session group), either when proposing a strategy or commenting on a strategy



already proposed; an acknowledgement that all ideas are valid; and respect for diverse and innovative thoughts.

- Points of Information, Points of Personal Privilege, and Points of Order (Robert's Rules of Order) will be recognized by the facilitator. Delegates engaged in disruptive behavior will be asked to leave the session.
- During the first one and one-half hours of the session, delegates will present and discuss proposed implementation strategies. The last hour will be used for reaching consensus on strategies and other views that are to be sent forward to the WHCOA Policy Committee.